

**Village Board  
Meeting Minutes of  
September 1, 2015**

Present: Mayor Lee, Trustees, Speer, Gates, Zabelny  
Village Manager/Clerk, Shari Pearce  
Village Treasurer, Maryalice Edwards  
DPW Superintendent, Mike McHenry  
Code Enforcement Officer, Mike Lissow  
Deputy Clerk, Amy Harter

Absent: Trustee Fowler

Guests: Dave and Connie DeConick and Kevin Hafner

Mayor Lee called the meeting to order at 5 p.m. with the pledge followed by a moment of silence.

**Code Enforcement Report**

DEC: On August 4, 2015, the DEC reviewed the Village to ensure the floodplain management regulations are being met. Failure to meet the minimum federal requirements could result in the loss of flood insurance and other local economic sanctions. Mike recently received a letter dated August 14, 2015 from the DEC stating the Village of Hilton's potential violations were investigated and all were ruled out. It was suggested the Village continues participation with the NFIP. Trustee Gates said this letter compliments both Mike Lissow and Mike McHenry.

Annual Safety Inspections: Mike Lissow will be conducting these inspections this fall, beginning with Hilton East Residential Home and St. Paul School.

Hazard Mitigation Plan Update: Mike Lissow will be presenting this information to the Chamber of Commerce on Wednesday, September 2<sup>nd</sup>. By sharing this information with the community, the Village could receive benefits if we participate in future FEMA programs. If we do not participate and there is a federally declared emergency, we would not qualify receive financial assistance.

### **Treasurers Report**

Monroe County Sales Tax: A check in the amount of \$312,064.00 was received from Monroe County. This is \$6,984.00 more than this time last year.

NYS Retirement: Maryalice Edwards reported the budgeted amount for this is \$14,917.00 higher than expected. The amount that was budgeted was based on estimated salary numbers for the period of 4/1/2014 – 3/31/2015.

Fiscal Stress Survey: Maryalice Edwards has received this summary conducted by the New York State Office of the Comptroller; the Village of Hilton received a score of 6.3%. We have the lowest fiscal stress of the Villages within Monroe County.

### **Superintendent Report**

Basketball Tournament: Mike McHenry noted there were no incidents and the event went smooth. There was discussion on ways to improve upon it for next year.

Community Center: There will be a combustion adjustment done once the boilers are fired up for season. The handicap doors will be installed in the next several weeks. We are still awaiting approval from HUD on the exterior ramp and stairway canopy.

Foodlink: The food donation event was well attended; however the quality of food was subpar.

NYS Multi-Modal Funding: Mike McHenry explained the repairs to Village II Drive and Cedar Terrace have begun. Gutters and drainage improvements will take place the week of 9/7/15. Milling and recycling of the streets is expected to be done the week of 9/14 and paving is planned for the week of 10/15.

Personnel: Mike McHenry is requesting extend the employment of a seasonal employee through October 24, 2015.

**Resolution** to authorize the DPW Superintendent to extend the employment of one seasonal employee through October 24, 2015, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

Snow Pusher Purchase: Mike McHenry spoke to the board at the August meeting about the purchase of a snow pusher that can be used on either of the two backhoes. This would provide options for use during heavy snow events. Mike is recommending purchasing this from General Welding and Fabricating at a cost of \$2800. This is a budgeted item.

**Resolution** to authorize DPW Superintendent to purchase a snow pusher snowplow from General Welding and Fabricating at a cost not to exceed \$2800. Trustee Zabelny made the motion, seconded by Trustee Gates. Carried unanimously 4-0.

Sanitary Sewer project: Work on this project began on 8/31/15 and is expected to be completed on 9/2/15 in the area of Brook Street. There have been no concerns thus far.

RFP: Blackmon Farrell Electric is the low bidder at a cost of \$23,400.00, is \$3,000 under budget. This is for the Parma View Drive Lift Station generator. Mike McHenry is recommending we hire Blackmon Farrell to perform the work.

**Resolution** to authorize DPW Superintendent to hire Blackmon Farrell Electric to perform the RFP at a cost not to exceed \$23,400.00. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 4-0.

Sewer Cleaner: Mike McHenry is recommending the purchase of a trailer mounted high pressure sewer cleaner machine from Cyncon Equipment to replace the existing machine. Mike is also seeking to sell the current machine to the Town of Parma at a cost of \$10,000-\$15000.

**Resolution** to authorize the DPW Superintendent to purchase a trailer mounted high pressure sewer cleaner not to exceed \$59,816.85 from Cyncon Equipment Inc. The motion was made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

**Resolution** to sell the current sewer cleaner to the Town of Parma for \$10,000 - \$15,000. The motion was made by Trustee Gates seconded by Trustee Zabelny. Carried unanimously 4-0.

196 Lake Avenue: There was a claim filed by the homeowner to repair property damages made during a NYS road project done in 1997-1998 by Catco. Mike updated the board that all work is to be completed by a contractor that is working with the homeowner, at a cost not to exceed \$4212.00 that will be paid by the Village of Hilton.

LED lights: Mike McHenry explained that two test lights have been installed; one is in front of the Community Center and the other in front of the Fire Department. Further review is needed; this item will be discussed at the next board meeting.

Shared Services: Mike McHenry gave a report of the ongoing shared services between the Villages of Hilton and Spencerport and the Hilton Central School District.

### **Public Forum**

Kevin Hafner discussed the Wheels on Main Street event. The Carb Kings were able to donate \$500 to the Hilton Food Shelf and \$300 to KAT animal shelter. He noted the business owners

were very pleased with the additional revenue generated. The event raised enough to assist in offsetting some costs to the Village.

**Resolution** to hold Wheels on Main Street on August 20, 2016, motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously 4-0.

### **Public Hearing**

Mayor Lee declared the public hearing open at 6:00 p.m. to adopt local law #3, 2015. There was no one present from the public. Mayor Lee closed the public hearing at 6:01 p.m.

**Resolution** to approve Local Law #3, 2015, the motion made by Trustee Speer, seconded by Trustee Zabelny . Carried unanimously 4-0.

### **Proposed Language to be added to §24-308 of the Hilton Code re: PRD Districts D. Requirements**

(1) Except as is specifically set forth hereinafter to the contrary in item (3) of this paragraph D hereinafter, any single family residence or dwelling located within a PRD district shall comply with the provisions of paragraphs C, D and E of §24-302 of Article III of Chapter 24 of this Hilton Code

(2) Except as is specifically set forth hereinafter to the contrary in item (3) of this paragraph D, any multi-family residence or dwelling located within a PRD district shall comply with the provisions of paragraphs D, E, F, G, H and I of §24-304 of Article III of Chapter 24 of this Hilton Code.

### **Manager's Report**

I-Pad: Shari Pearce asked the board for their input regarding the possibility of purchasing iPads for the Village Board for agendas, reports, submittals etc. She stated this would be a substantial savings in time and paper costs, and it would be a convenience to the members. Shari explained Trustee Fowler expressed some concerns but was unavailable to attend this evening due to a work commitment. Shari will obtain quotes on iPads and other tablets. This item will be discussed at the next meeting.

62 East Avenue: The subdivision map including a small portion of property sold from 73 Railroad has been signed and is ready to be filed with Monroe County within the next two business days. The buyer is anxious to close on this sale.

Master Plan: Shari Pearce reported the existing Master Plan was written in 1977. It has been recommended by MRB that we consider an update. There are grant opportunities to fund updates, which are being researched. Shari mentioned that the State supports towns and villages submitting joint applications. Up to date Master Plans increases grant awards significantly. A discussion followed regarding the costs and the necessity of this action.

Outstanding Electric Balances: The office has collected \$1300 this month in unpaid electric accounts.

Recreation Intermunicipal Agreement: Shari Pearce noted she has not yet received a response from Town Supervisor, Jim Smith, regarding the meeting held last month to discuss this issue.

Workers Comp: Several proposals from potential providers for claim services will be reviewed,. The conference is scheduled 9/14 – 9/16 in Saratoga Springs. All expenses paid by this group.

Curfew Violations: Village Attorney, Larry Schwind, would like to clarify the board recommendation of options for curfew offenses prior to their court dates. The board agreed that a plea deal is an option.

Solicitors' permits: The existing code requirements for peddling, vending and soliciting was updated in 1984. Shari Pearce has charged Mike Lissow and Amy Harter to review and update this section of the code. Many changes were made including the addition of a 5-7 day waiting period and adding the Code Enforcement Officer the authority to revoke permits at his discretion. The board agreed to proceed with these changes. This section will be forwarded to the Village Attorney for review.

### **Vouchers**

Trustee Gates made the motion to approve the vouchers as presented including; Lacy Katzen \$1,386.75, Van Putte Gardens \$178, Hilton Napa \$399.20, seconded by Trustee Speer. Carried unanimously 4-0.

Prepaid	\$ 8,391.62
T&A	\$19,736.22
General	\$38,547.80
Water	\$22,661.67
Sewer	<u>\$ 3,972.50</u>
Total	\$93,309.81

### **Minutes**

**Resolution** to approve the meeting minutes from August 4, 2015 as amended. Motion made by Trustee Zabelny, seconded by Trustee Gates. Approved 3-0-1 Trustee Speer abstained.

### **Village Board Liaison Reports**

Trustee Zabelny strongly suggests increasing security measures in the Community Center. She noted there are three entrances/exits that make the building vulnerable in an emergency. Mike Lissow will work with Shannon to improve safety measures within the building.

Trustee Speer updated the board on the recent Mayors meeting he attended in place of Mayor Lee. They discussed lowering the speed limit within New York State Villages. The Hazard Mitigation report was also covered.

Mayor Lee reported the Apple Fest is planning the Mobile Christmas Wagon for 12/17 – 12/20. The board grants permission for the Apple Fest to use village vehicles for this purpose.

Walt Horylev Civic Beautification Award: The board agreed to present Donna LaForce with the award for 2015. Donna maintains the landscaping around the Welcome to the Hilton sign on South Avenue by providing plants and decorations each spring. This is done solely by Donna without any donations of materials or money. A plaque and gift certificate will be given to Mrs. LaForce at the October 6<sup>th</sup> meeting.

### **Adjournment**

There being no further Village business, Trustee Speer motioned to adjourn the meeting at 7:15 p.m., seconded by Trustee Zabelny Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk

